

U.S. Department
of Transportation

**United States
Coast Guard**



COTP/OCMI
Marine Safety Office

Unit Address
City, State, Zip Code
Staff Symbol:
Phone:
FAX:

16711

Master/Owners

M/V: _____

IMO #: _____

Dear Sir or Madam:

On July 1, 1998, the provisions of the International Safety Management (ISM) Code will enter into force for certain passenger vessels, tank ships, and bulk carriers. At that time, the owners, or other companies responsible for the ship's operation, will be required to have implemented a safety management system on board their ships that have been certified by their flag Administration or an organization authorized to act on their behalf. Evidence of compliance with the ISM Code will be in the form of a Document of Compliance (DOC) issued to the company responsible for the ship's operation and a Safety Management Certificate (SMC) certifying that the company's safety management system has been properly implemented on board. To develop, implement and certify a safety management system is an extensive and time-consuming process, estimated to take anywhere from twelve to eighteen months.

On _____ (date) your ship was subject to a Port State Control (PSC) examination which included a check for compliance with the ISM Code. At that time, it was observed that the ship had not yet achieved the necessary certification to indicate compliance with the ISM Code. Although no enforcement action will be taken at this time, I must urge you and your company to take all immediate steps necessary to achieve compliance by the July 1, 1998, deadline.

In addition, I will take this opportunity to inform you that if your vessel attempts to enter a U.S. port after July 1, 1998, without being in compliance with the ISM Code, it will be denied entry and banned from all U.S. ports. If the vessel is found in port without being in compliance, it will be detained and prohibited from conducting cargo/passenger operations. In addition, civil penalty action will be initiated against your vessel and your flag Administration notified. Upon completion of a thorough PSC examination to attest to the vessel's material condition, it will be ordered to leave port, without loading or unloading of cargo/passengers, and banned from further U.S. port calls until evidence of compliance with the ISM Code is received by the U.S. Coast Guard.

Your ship's present lack of ISM Code certification will be entered into the U.S. Coast Guard's computer database and shared with other PSC authorities. If you have any questions regarding the U.S. Coast Guard's enforcement policy for the ISM Code, you may contact the U.S. Coast Guard's Office of Compliance (G-MOC) at:

Commandant (G-MOC)
2100 Second Street, SW
Washington, DC 20593

Telephone: (202) 267-1464
Fax: (202) 267-4394/0506

Sincerely,

F.M. LAST NAME
Rank, U.S. Coast Guard
OCMI/COTP